

Manchester School District, SAU #37

Human Resources Department

195 MCGREGOR STREET, SUITE 201 MANCHESTER, NH 03102
PHONE: 603/624-6300 FAX: 603/628-6229
WWW.MANSD.ORG

Court Liaison – Student Services – Part-time

(Not Affiliated with any Union or Bargaining Unit)

POSTED DATE: July 28, 2011 – August 11, 2011
(Applications accepted until position is filled.)

QUALIFICATIONS:

- Minimum of Bachelor's Degree.
- Experience working with the Juvenile Court system.
- Experience working with families around school related issues.
- Knowledge of school/community networking.
- Excellent communication skills

MAJOR RESPONSIBILITIES:

Serve as liaison between schools, parents, the Courts, community agencies and police; represents the Manchester School District in Court proceedings regarding Abuse/Neglect and Juvenile matters; assures that all pertinent school-related information is presented to the Court in all proceedings in Abuse/Neglect and Juvenile Court matters; assures that the interest of the school and the student are adequately represented; proactively addresses school participation; maintains case histories on all cases; reviews and prepares reports; assists in development of school-wide attendance programs.

SALARY: \$23,495.00 - \$26,096.00

CONTRACT YEAR: Year-Round Assignment 2-3 days per week

EFFECTIVE DATE: Immediately

APPLICATION PROCEDURE:

Send application (print from our website, www.mansd.org), letter of interest, resume, and three recent letters of recommendation to:

Job Code CL11-12
Human Resources Office
Manchester School District
195 McGregor Street, Suite 201
Manchester, NH 03102

It is the policy of the Manchester Board of School Committee, in its actions, and those of its employees, that there shall be no discrimination on the basis of age, sex, race, color, marital status, physical or mental disability, religious creed, national origin or sexual orientation for employment in, or operation and administration of any program or activity in the Manchester School District.